



Viva Farms is a non-profit Farm Business Incubator and Training Program with a mission to create a more just and resilient local food system. We empower beginning and limited-resource farmers by providing bilingual training in holistic organic farming practices, as well as access to land, infrastructure, equipment, marketing and capital.

Viva Farms is committed to maintaining a welcoming, respectful, and inclusive environment for its diverse community of farmers, staff, students, volunteers, and partners. Viva Farms provides equal opportunity for its programs and activities and does not discriminate against individuals on the basis of race, color, national origin, religion, sex, age, pregnancy, disability, marital status, military or veteran status, genetic information, sexual orientation, gender expression or identity, or any other status or condition protected by applicable federal, state or local laws. We welcome and encourage applications from people of all backgrounds.

Grants Manager

Reports to: Director of Strategic Partnerships

Salary and Benefits: \$32-34 per hour, company supported health insurance plan (medical, dental, vision), 403(b) retirement plan, 14+ paid company holidays, additional paid time off, flexible scheduling

Term: Full-time, Hourly, Overtime Eligible

Location: Mount Vernon, WA - Partial/hybrid-remote arrangement considered

Position Summary

Under the direction of the Director of Strategic Partnerships, the Grants Manager is responsible for the administrative management of Viva Farms' various grants and awards. This includes managing and drafting applications, ensuring compliance with funder requirements (both federal and private), preparing narrative and financial reports, managing subawards, and keeping grant-funded activities on track for successful completion in collaboration with programs and other staff. The Grants Manager also leads the identification and pursuit of new grant funding, including major federal grants and smaller community-based opportunities, from prospecting through proposal development and submission.

The ideal candidate for this position has excellent organizational and project management skills, strong attention to detail, sound judgment in handling compliance-related matters, and excellent written communication skills for both technical reporting and persuasive grant writing. Fluency in Spanish is preferred, but not required.

Essential Responsibilities

1. Grant Development & Fundraising (30%)

- a. Identify and research new federal, state, and community-based grant opportunities aligned with Viva Farms' mission and programs.
- b. Convene and work with leadership and programs staff to understand funding priorities and build resources to anticipate fundraising for existing and developing programming needs.
- c. Lead the development and submission of grant proposals and applications, including major federal grants, coordinating input from program, finance, and leadership staff.
- d. Draft compelling narratives, logic models, budgets, and supporting materials for grant applications.

- e. Cultivate and maintain positive relationships with current and prospective grant funders through reliable and detail-oriented communication.
 - f. Track proposal outcomes and maintain an organized pipeline of grant opportunities and deadlines.
2. **Grant Program Coordination (20%)**
- a. Work closely with programs staff to track grant-funded program milestones and outcomes, providing administrative support to help ensure programs remain on track for successful completion of grant deliverables.
 - b. Facilitate regular check-ins with program staff to gather the data, metrics, and updates needed for funder reports.
 - c. Support development of grant budgets in partnership with program and finance staff during both proposal development and active grant management.
 - d. Develop and maintain systems (e.g., grants calendar, tracking database) to manage the full grant lifecycle from application through closeout.
3. **Grant Compliance, Reporting & Financial Management (40%)**
- a. Serve as the primary point of contact for all awarded grants, tracking key dates, deliverables, and reporting deadlines across the full grant portfolio.
 - b. Prepare and submit timely, accurate narrative and financial reports to funders, including federal agencies, in compliance with award terms and applicable federal requirements (e.g., 2 CFR 200 Uniform Guidance).
 - c. Monitor grant budgets and expenditures in partnership with the Business Administrator, ensuring accurate coding of grant-related expenses and flagging budget variances.
 - d. Ensure organization-wide compliance with federal, state, and foundation grant requirements, including allowability of costs, procurement standards, and recordkeeping.
 - e. Manage subawards and subrecipient monitoring, including risk assessments, subaward agreements, and collection of subrecipient reports.
 - f. Maintain organized grant files and records, including award agreements, amendments, correspondence, and supporting documentation needed for audits and funder reviews.
 - g. Coordinate with the Business Administrator and external auditors on grant-related components of the annual financial audit and Form 990.
4. **Other Administrative Tasks (10%)**
- a. Contribute to organizational systems and process improvements related to grants management.
 - b. Represent Viva Farms at funder meetings, site visits, and convenings as needed.
 - c. Other related duties as assigned.

Preferred Qualifications

1. Demonstrated commitment to the mission of Viva Farms and passion for supporting beginning and limited-resource farmers.
2. 3-5 years of experience in grants management, grant writing, or nonprofit program administration, ideally including federal grants.
3. Demonstrated understanding of the full grant lifecycle, including proposal development, award administration, compliance, reporting, and closeout.
4. Experience with federal grant compliance requirements (e.g., 2 CFR 200 Uniform Guidance) strongly preferred.

5. Excellent project management, organizational skills and attention to detail, with the ability to manage multiple deadlines, funders, and stakeholders with accuracy and care.
6. Excellent written communication skills, with demonstrated success writing successful grant proposals and funder reports.
7. Experience managing subawards or subrecipient relationships is a plus.
8. Demonstrated ability to work both independently and collaboratively; self-motivated to identify opportunities for improvement.
9. Experience with Quickbooks, Google Suite, MS Office (particularly Excel), Salesforce and grants management databases or similar systems. Proficiency in written and spoken Spanish is highly preferred; fluency in English required.

If interested, please send a resume and a cover letter explaining why you would be a great fit for this position to **jobs@vivafarms.org**. Please include "Grants Manager" in the email title.